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Approved For Release 2005/11/17 : CIA-RDP58-00039A000200010096-5

22 August 1955

MEMORANDUM FOR: Chief, Operations School

SUBJECT: Weekly Activity Report No. 34 [REDACTED]
Period 15 through 19 August 1955

25X1

SIGNIFICANT ITEMS:

1. On 18 August the Program of Instruction for Supervisors was begun with a conference directed by AF/OS. The discussion during the hour-and-a-half period centered upon the attributes of a good supervisor, supervisory responsibilities, a brief review of existing personnel and security regulations, a review of the Master Filing Index system, and basis records and procedures system in use at [REDACTED]

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2. On 17 August AF/OS and D/AF/OS conducted a meeting of instructors assigned to the Operations Course. AF/OS discussed briefly the present status of planning for the course and reviewed the points on which general agreement has been reached. D/AF/OS listed the content committee assignments and discussed briefly the blocks of instruction and time allocations. Actual committee work on content will begin following meetings between D/AF/OS and the various committees to outline in detail the line of attack to be followed in reviewing existing material and creating new content.

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3. [REDACTED] has completed a final draft of the Plan for the Operations Support Course. The Plan will be reviewed by D/AF/OS and AF/OS and forwarded to C/OS in the near future.

OTHER ACTIVITIES:

1. On 19, 20, and 21 August work was done on the T/O review requested by the Office of C/OS.

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2. Throughout the week [REDACTED] Management Staff, completed the initial survey of the following course files: AOC, BOC, CFA, E/E, SB, CMT, COC, ROC, and files of AF/OS, D/AF/OS, A/AF/OS, Training Coordinator, and TAU.

3. The revised evaluation form for the Audio-Surveillance Management Course has been prepared. AF/OS has approved this version of the form.

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5. The evaluations and the summary of critiques of the [] Course #11 have been dispatched []

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6. [] have been doing an outstanding job in keeping the Office of the Training Coordinator in operating condition during the absence of []

7. During the week the following tapes were transcribed for CMT lesson plans:

[] Briefing and Critique.

8. On 19 August several members of the Field Training Staff attended an illustrated lecture of traffic safety given under the auspices of [] Security Officer. 25X1

9. On 18 August D/AF/OS interviewed [] who has expressed a desire to undertake employment with the Field Training Staff. No commitments of any kind were made by D/AF/OS during this interview. 25X1

10. [] was appointed Acting Chief Instructor for the running of Air Operations Course #13, which began on 15 August with eight students attending.

11. The Air Operations Course Interim Report for the first week has been sent []

12. On 18 August [] presented a dry-run of the lecture on "Cover Concepts," which he will deliver in CMT #14. On 19 and 20 August Captain [] practiced his lecture on "Principles of Clandestine Communications," which he will deliver for the first time. [] is preparing to give the [] lecture. 25X1

13. [] is concluding preparations for his assignment as Operations Officer for [] in CMT #14.

14. [] and D/AF/OS, Coordinator for [] discussed two proposals for participation of A & E personnel in [] It was agreed that A & E observers would not be attached to each student group. It was further agreed that A & E members, in the guise of A/O personnel, would be assigned to [] to record student performance data, thus relieving instructors from that task. 25X1

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25X1 15. D/AF/OS and the [] Committee discussed the preparation of the
25X1 [] lesson plan. D/AF/OS instructed the committee to have the lesson plan
25X1 material in final shape for use in CMT #14 and to put it in completed lesson plan
form after [] is completed.

25X1 16. [] have brought up to date a
master file of instructional handouts, student handouts, and briefings for CMT #14.

25X1 17. During the week members of the CMT Staff continued to brief Mr. [] 25X1
[] in his seminar responsibilities for CMT #14.

25X1 18. [] arranged their affairs
during the week in preparation for their entrance into CMT #14.

19. The CMT Staff devoted most of its time during the week to the preparation
of lesson plans and procedures for reception of students for CMT #14 beginning
22 August.

20. The final drafts of student evaluations for COC #8 have been prepared.
The Course Report has been prepared by the Planning Officer.

21. All COC staff members, with the exception of the Operations Officer and
the Planning Officer, completed their COC responsibilities and were available for
other assignments COB 16 August.

25X1 22. [] worked on material to be covered in
the last week of the Staybehind Course which will be held [] 25X1

25X1 23. [] members of the CMT Staff, and D/AF/OS worked out the
details of running portions of the Staybehind Problem in conjunction with []

25X1 24. On 15 August [] 25X1
[] to discuss [] desire to send five members of his staff to a
one-week [] Refresher Course, followed by a one-week
[] Course for two of the five persons. Future planning will be 25X1
held in abeyance pending receipt of the formal training requests.

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25X1 28. [] was operated upon during the week for an over-active thyroid.

25X1 29. [] assisted AOC in a field problem on 18 August.

25X1 30. [] from the Office of C/OS, assisted in the Office of the Training Coordinator on 15 and 16 August. Her excellent work was much appreciated.

25X1 31. [] reported for work and will be assigned to TAU on 22 August.

25X1 32. [] have expressed interest in their daughter's participating in [] day nursery for children under school age. 25X1

[] 25X1

34. On 15 August [] conferred with [] on problems of evaluation in CMT #14. [] was also present to assist in the preparation of the CMT evaluation notebooks. 25X1

35. On 16 August D/AF/OS and [] to discuss with C/OS the Plan for the Action Unit. The Plan will be revised in accordance with suggestions made by C/OS. 25X1

25X1 36. [] to discuss official business within OTR and MPD on 15 and 16 August.

25X1 37. [] on 17 August for discussions concerning rotation.

25X1 38. [] during the week giving tutorial instruction in Black Borders. 25X1

25X1 39. [] on 16 August to confer with [] concerning the Staybehind Course beginning 22 August. [] also worked with [] of the PP Staff on corrections to the Fingerprint Manual. 25X1 25X1

40. The Graphics Section of TAU completed the following work during the reporting period: two large charts, [] a sign, "Tradecraft," for AOC; two charts (one, a map), "Orientation for Seminar Group," six place cards for Seminar Groups, for CMT; and 240 prints were developed of Fingerprint Manual (all sizes).

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41. The Film Section of TAU previewed "Language of Graphs," and showed the following films to AOC:

Film Section personnel participated in one night problem in support of AOC.

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42. [redacted] returned to duty from Annual Leave on 15 August.
43. [redacted] returned to duty from Emergency Leave on 15 August.
44. [redacted] returned to duty from Military and Annual Leave on 15 August.
45. [redacted] returned to duty from Annual Leave on 15 August.
46. [redacted] returned to duty from Military Leave on 15 August.
- 25X1
47. [redacted] returned to duty from Annual Leave on 15 August.
- 25X1
48. [redacted] is on Annual Leave until 23 August.
49. [redacted] is on Sick Leave.
50. [redacted] is on Military Leave until 22 August.
51. [redacted] Military and Annual Leave until 9 September.
52. [redacted] on Annual Leave until 3 September.
53. [redacted] on Annual Leave until 26 August.
54. [redacted] Military Leave.
55. [redacted] on Annual Leave on 18 and 19 August.
56. [redacted] Annual Leave 15 August.

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57. [redacted] resignation was effective COB 19 August. An informal farewell party was given for [redacted] Friday afternoon. The staff took that opportunity to wish her farewell and good luck, and to thank her for her cheerful and efficient work and assistance during her tenure as a staff member.

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